



John Wright  
Town Clerk

## Lyme Regis Town Council

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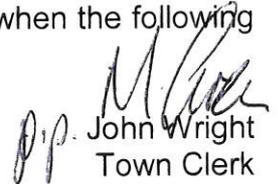
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### Strategy and Finance Committee

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 5 September 2018 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
28.08.18

### AGENDA

#### 1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

#### 2. Apologies

To receive and record apologies and reasons for absence

#### 3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 27 June 2018

#### 4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

#### 5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 27 June 2018**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

To update members on issues previously reported to this committee

**8. Minutes of the Section 106 Funding working group meeting held on 5 June 2018**

**9. Review of Standing Orders**

To allow members to consider and approve proposed changes to the council's standing orders, based on the model published by the National Association of Local Councils effective from 19 September 2018

**10. LEADER Programme Application**

To update members on the submission of an expression of interest to the Dorset LEADER Programme for grant funding to support the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade

To seek approval for a project contribution of £200,000 from the council's reserve

To confirm the appointment of John Stark Crickmay Partnership to undertake the initial design and 'up to tender' work

**11. Debtors' Report**

To inform members of debts greater than £1,000 and over three months' old

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**12. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a) Agenda item 12 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 JUNE 2018

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**18/01/SF Election of Chairman and Vice-Chairman**

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr Mrs C. Reynolds nominated Cllr S. Miller as chairman of the Strategy and Finance Committee, seconded by Cllr J. Scowen.

There being no other nominations, Cllr S. Miller was duly **ELECTED** as chairman of the Strategy and Finance Committee.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as vice-chairman of the Strategy and Finance Committee, seconded by Cllr S. Miller.

There being no other nominations, Cllr Mrs M. Ellis was duly **ELECTED** as vice-chairman of the Strategy and Finance Committee.

**18/02/SF Terms of Reference**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, the council **RECEIVED** its terms of reference.

**18/03/SF Public Forum**

**Mrs A. Vivian**

Mrs Vivian spoke in relation to agenda item 17, Request from St Michael's Parish Church for Grant Funding, a request which was necessary because of the ingress of water in the church tower. She said the church dated back 900 years on its current site and held the history of Lyme Regis within it. She said she had attended the church for some time but hadn't known the history of it. Mrs Vivian said it was very important for the town to maintain the church to the best of its ability, and inside, it was maintained to a very high standard. She said it had been modernised inside, including a children's corner, and a place for people to have coffee and play

dominoes without any charge. She said the church was open all day, every day of the year, and an enormous number of tourists visited it. Mrs Vivian said the church was a very valuable asset and was the civic church. She said it was now necessary to remove the rendering of pebble dash on the church tower and she asked the council to help get the church get started on the project.

**Rev Jane Skinner**

Rev Skinner also spoke in relation to agenda item 17. She said the church had supported the raising of a great deal of money towards the organ and was now responsible for trying to secure the future of the tower and the entrance porch which were pebble-dashed and had become pervious. She said they became aware of the water ingress when the plaster started falling down. Rev Skinner said unless they did the work now, it would become hugely expensive. She appealed to the council for the amount suggested in the report to allow the church to continue to be at the heart of the community and a place which the community could be justly proud of.

Cllr Brian Larcombe asked if the diocese would be making a financial contribution.

Rev Skinner said the diocese was not a grant-making body but it could provide a loan if necessary.

**18/04/SF Apologies for Absence**

There were none.

**18/05/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 2 May 2018 were **ADOPTED**.

**18/06/SF Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis said the church tower appeal was her mayor's charity and although this was not a pecuniary interest, she wanted to raise it in the interests of transparency.

**18/07/SF Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**18/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 May 2018**

**Bowling club car park**

Cllr J. Scowen asked why the meeting with the bowling club had taken so long to arrange.

Cllr B. Larcombe said this had not been a concern for the bowling club and they were appreciative of the opportunity to have a meeting with the council. He said he and Cllr G. Turner would put a report together to bring to the council.

It was agreed a report would be brought to the next meeting of this committee on 5 September 2018.

**18/09/SF Update Report**

Members noted the report.

**18/10/SF Minutes of the Section 106 Funding working group meeting held on 5 June 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, the minutes of the working group meeting held on 5 June 2018 were **RECEIVED**.

**18/11/SF The Annual Review of the Complaints' Policy and Procedure**

Cllr J. Scowen asked why there was only one complaint logged about toilets as this seemed to be something many people complained about.

The town clerk said although people may stop you in the street to complain about something, not many made a formal complaint.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure as they stand.

**18/12/SF The Annual Review of the Communications/PR Policy and Procedure**

Cllr B. Larcombe said there was no mention of the weekly publicity planning meetings between officers and some members and suggested this was included.

The town clerk agreed and said this would be included in the procedure.

Cllr S. Williams said the press should know about all council business to be able to inform the rate payers.

Cllr S. Miller said the weekly press meetings and the monthly column in a local newspaper showed the council's commitment to getting information into the public domain.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, with an additional amendment to include reference to the weekly publicity planning meetings between officers and members.

**18/13/SF Membership of the Section 106 Funding Working Group**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointments of Cllrs D. Hallett, J. Scowen and S. Williams to the Section 106 Funding working group.

18/14/SF

**Submission of a Funding Bid to the Dorset Leader Programme for Works to the Flat-roofed Area above the Shelters' Building**

The town clerk said assuming members approved making a bid at this meeting, the completed expression of interest form would be taken to the Full Council meeting on 11 July 2018 for members' approval. He said the deadline for expressions of interest was 12 July 2018, and the deadline for final applications was 26 July 2018.

The town clerk suggested one member worked with officers on this project, and Cllr B. Larcombe suggested Cllr J. Broom.

Cllr O. Lovell asked if making an application for LEADER funding would delay the start of any works.

The town clerk said if a bid was made in July 2018, a decision would be made on 22 November 2018, and work would need to start in December 2018.

The town clerk said this was a gamble, as the application may not be successful and work couldn't be started until the outcome of the application was known, as LEADER funding couldn't be used retrospectively.

The town clerk said patch repairs to the roof would be carried out in the meantime to stop water ingress, and quotes had been obtained for this work.

Cllr B. Larcombe asked when members would see the specification of the works.

The town clerk said a company had been asked to come up with designs and an idea of costs, which was expected to be provided within the next few days. He said this information would be taken to the Full Council meeting on 11 July 2018.

The town clerk said members could also consider deferring submitting an application to the second round, the deadline for which was 29 September 2018, with a decision to be made on 7 February 2019, and work would need to start by 25 February 2019.

Members agreed the bid should be submitted as early as possible.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the submission of a funding bid to the Dorset LEADER programme for works to develop the flat-roofed area above the shelters' building and the adjoining gardens area into an amenity area in line with existing council objectives, for Cllr J. Broom to work with officers on the submission, and for the expression of interest to be taken to the Full Council on 11 July 2018 for final approval.

**18/15/SF Council Office Accommodation**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/16/SF Possible Use of Reserves**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/17/SF Request from St Michael's Parish Church for Grant Funding**

The town clerk said any funding should be for building works and professional fees, only, but not client contingency. He said the council could stipulate that any grant it gives would be dependent on a successful funding bid from the Coastal Revival Fund (CRF), to which the church was in the process of submitting a £50,000 bid.

Members recognised the church was an iconic building in the town and felt its Grade I-listed status meant it should be protected. Members also recognised the church was used by many people and was affiliated with the local primary school, but also acknowledged it was used by only one denomination and that there were other churches in the town.

Cllr D. Hallett said the council provided grants at a specific time in the year and the church should not be treated separately. Cllr O. Lovell agreed a precedent could be set if the council approved the funding outside of the normal grants' process.

Cllr B. Larcombe suggested the council could justify treating this request differently because it was an emergency need. However, he said the council should make a commitment to a set sum, rather than open-ended support for half of the project costs.

Members agreed any funding should be at a fixed amount as there was potential for more problems to be discovered when the work started, which may make it necessary for the church to get a loan from the diocese to cover additional costs.

The town clerk said it was a matter for the church to decide if it wanted to take out a loan and could pay it back, and any client contingency was a cost the church would

have to bear. If the council wished to pay half of the total costs of construction and professional fees, this would be £66,770.50.

Cllr B. Larcombe asked that the members were informed promptly if there were any problems encountered during the works.

The town clerk said members would be kept apprised of the project development.

Members agreed any funding agreed by the council would be provided on the condition the CRF funding application was successful; if not, the church would have to come back to the council to discuss the options further.

Proposed by Cllr O. Lovell and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to underwrite the church tower project to a maximum sum of £66,770.50, for the purpose of the Coastal Revival Funding application only, and should this funding application fail, the church will need to re-set its parameters for funding overall and if it wishes, the church can come back to the council to request it underwrites a new funding proposal.

Cllrs D. Hallett and S. Larcombe voted against this motion.

**18/18/SF Grant Review, Lyme Regis Football Club**

Members generally agreed the need to improve drainage to the ground was more important than tarmacking the car park and replacing the perimeter fencing.

However, Cllr Mrs C. Reynolds believed this project should be prioritised over the building of a grandstand.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch, and to approve transferring £15,000 of Lyme Regis Football Club's grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000.

**18/19/SF Dorset Association of Parish and Town Councils' Annual General Meeting**

Cllr B. Larcombe suggested a motion for submission to the DAPTC annual general meeting regarding business rates, suggesting town and parish councils should receive a percentage, e.g. 5% of the rates paid by businesses within their own town or parish.

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to submit a proposal to the Dorset Association of Parish and Town Councils' annual general meeting on 10 November 2018 to request that the National Association of Local Councils pursues the means for town and parish councils to receive a percentage, e.g. 5%, of business rates paid by businesses within their town or parish.

**18/20/SF Dorset Association of Parish and Town Councils Local Government Review Survey**

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the town clerk, the chairman of the Strategy and Finance Committee and the council's DAPTC representative, Cllr J. Broom, to respond to the DAPTC's survey on the local government review.

**18/21/SF Investments, Cash Holdings and Loans**

Members noted the report.

**18/22/SF List of Payments**

Cllr B. Larcombe asked for more details on the advance of a salary listed in the payments.

The town clerk said this information could be provided to members confidentially outside of the meeting.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for April and May 2018 for the sums of £147,655.03 and £266,291.09, respectively.

**18/23/SF Debtors' Report**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/24/SF Exempt Business**

**(a) Council Office Accommodation**

Although members felt the Three Cups' building would make ideal council offices, it was acknowledged the space was not likely to be available for some time.

Members agreed the former Lloyds Bank building was more promising, especially as the owners were keen to move forward as quickly as possible. However, members felt the Three Cups should not be disregarded entirely.

Cllr B. Larcombe was concerned the floor space at the Lloyds Bank building was smaller than the current council office.

The deputy town clerk said the space at the Lloyds Bank building included the ground floor and basement, and the floor space of the current office included the third floor, which was largely unused or used for storage, and was broadly equivalent to the Lloyds basement. As such, he said the useable space of the Lloyds Bank building was bigger than the current office.

Members agreed it was worth pursuing both the Three Cups and former Lloyds Bank buildings, with no commitment to either at this point.

Cllr O. Lovell said there were previously plans for extending the current offices and he believed the option of remaining in the current premises with suitable investment should also be pursued. This was agreed by members.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise officers to explore the potential for the council and tourist information centre to remain in the current premises with suitable investment, or to move to the ground floor of either the Three Cups' site or the former Lloyds Bank building, should the opportunity arise and the business case be favourable, and to approve a budget of up to £10k in the first instance to procure, if necessary, specialist space and cost planning advice.

**b) Possible Use of Reserves**

Cllr S. Miller said given the position the council was in regarding the potential transfer of assets and services, he believed the council should not take any specific action to move or invest its funds and he suggested deferring this item to the next committee meeting on 5 September 2018.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of the possible use of the council's reserves to the next meeting of the Strategy and Finance Committee on 5 September 2018.

**c) Debtors' Report**

Cllr S. Miller said he was concerned about the debts and he was looking for support from the committee to ask officers to produce an action plan for the recovery of the debts.

The town clerk reminded members there was a substantial amount of in-year debt as site licences could now be paid by direct debit.

The town clerk said he was meeting with the council's solicitor the following day and they would discuss the debts relating to outstanding 2017 site licence fees and debts relating to the newly-built Ware Cliff chalets.

The town clerk reassured members 2018 licences or leases had not been issued to anyone who had not paid their 2017 fees.

### AGENDA ITEM 3

The town clerk said he would also discuss the debts relating to al fresco licences with the solicitor.

It was agreed the officers would work up an action plan with the council's solicitor regarding outstanding debts relating to site licence fees, chalet construction costs, and al fresco licences, and to bring this information back to the committee on 5 September 2018.

*The meeting closed at 9.06pm.*

## AGENDA ITEM 6

**Committee:** Strategy and Finance

**Date:** 5 September 2018

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 27 June 2018

### **Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

### **Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

### **Report**

#### **18/08/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 May 2018**

It was intended Cllr B. Larcombe and Cllr G. Turner's report on the bowling club car park would be brought to this meeting. However, due to the detail involved, it has been agreed between the chairman of this committee and the chairman of the Assets on-and-around Monmouth Beach Car Park working group that this matter will be considered by the working group.

The working group will meet on Wednesday 12 September at 7pm in the Guildhall.

#### **18/16/SF – Possible Use of Reserves**

This item has been further deferred to the next meeting on 17 October 2018 as the position is still unknown regarding the transfer of assets and services from West Dorset District Council (WDDC).

WDDC's Strategy Committee considered this matter on 20 August 2018 and the Dorset Council Shadow Executive is due to further consider this matter at a meeting on 17 September 2018.

#### **18/17/SF – Request from St Michael's Parish Church for Grant Funding**

The outcome of the church's funding bid to the Coastal Revival Fund is still awaited.

## AGENDA ITEM 6

### **18/19/SF – Dorset Association of Parish and Town Councils’ Annual General Meeting**

This council’s proposal to DAPTC’s annual general meeting regarding business rates was submitted to DAPTC on 19 July 2018.

### **18/20/SF – Dorset Association of Parish and Town Councils Local Government Review Survey**

A meeting could not be arranged by 1 July 2018 (four days after the last committee meeting) to be able to respond to the survey.

### **18/22/SF – List of Payments**

Details about the advance of a salary were provided to members in the briefing on 24 August 2018.

John Wright  
Town clerk  
August 2018

**Committee:** Strategy and Finance

**Date:** 5 September 2018

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Financial regulations**

It was intended to bring a review of the financial regulations to this meeting, to be considered alongside the review of standing orders. However, in carrying out the review, it was discovered the National Association of Local Councils (NALC) had published model financial regulations in 2016.

The existing financial regulations require a much more thorough review in line with the NALC model. As such, the review has been deferred to the next meeting of this committee on 17 October 2018.

John Wright  
Town clerk  
August 2018

LYME REGIS TOWN COUNCIL

SECTION 106 FUNDING WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 5 JUNE 2018

**Present**

**Members:** Cllr B. Larcombe (chairman), Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds

**Other members:** Cllr D. Hallett, Cllr J. Scowen, Cllr S. Williams

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

Members discussed the membership of the working group. Cllrs D. Hallett, S. Williams and J. Scowen indicated they wanted to become members of the working group.

The town clerk said this would be taken to the Strategy and Finance Committee on 27 June 2018 for members' approval.

**1. Apologies**

Cllr Mrs M. Ellis

**2. Minutes of the meeting held on 20 June 2017**

As the minutes of the meeting held on 20 June 2017 could not be approved at the meeting on 27 March 2018, members were asked to approve them.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 20 June 2017 were **APPROVED**.

**3. Minutes of the meeting held on 27 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 27 March 2018 were **APPROVED**.

**4. Matters arising from the minutes of the last meeting held on 27 March 2018**

The town clerk gave updates on the actions agreed at the last meeting:

- Land below Belmont House – the land had been sold.
- Lighting in the gardens – still awaiting quotes, but Evergreen had been asked to provide a quote and the town clerk would chase this the following day.
- Lyme Regis Museum/Town Mill – these organisations had not been approached yet as it was too early in the process and there needed to be a co-ordinated approach to local organisations. The Town Mill was eligible to apply for funding.

- Anning Road playing field – a covenant on the playing field restricted its use to under 15s, probably not suitable for gym equipment.
- Waste disposal – didn't qualify for funding.
- Roof of Swim, antiques centre, amusement arcade – preliminary designs for an amenity area were being put together, although the project, if pursued, would eventually need to go to tender. The town clerk had had separate discussions with representatives of the Dorset LEADER Programme, as this project had a good fit with the funding. Funding of up to £130,000 was available for each project, and the town clerk advised pursuing LEADER funding instead of section 106 funding for this project. The deadline for expressions of interest was 12 July 2018.
- Existing objectives which may qualify for funding – boules area, concert bowl, outdoor gym equipment, signage to improve visitor experience.

Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** to pursue LEADER funding for the project to develop the roof of Swim/antiques centre/amusement arcade into an amenity area.

## 5. WDDC's letters and finalising proposals

The town clerk said £103,000 of section 106 funding was available for Lyme Regis. He said the number of funding categories had been reduced from 10 to seven, and some of the timescales had begun to slip so a revised timetable would be requested from WDDC.

The town clerk said local organisations could also apply for the funding; the question was whether the town or district council should pull together the organisations to apply for funding.

The town clerk said he had suggested to WDDC an open session was held in June for local organisations to attend, to also be attended by WDDC. He said although WDDC would decide how the funding was allocated, it was looking for a steer from the town council as the lead organisation.

Members agreed the project to install lighting in the gardens was the preferred project, but were concerned a significant proportion of the funding would be required and would reduce the amount available to local organisations. There was concern expectations might be raised among local organisations.

The town clerk said the allotments association and the football club had already approached the council as they were aware of the funding.

Cllr S. Miller suggested the council paid half of the cost of lighting the gardens, leaving any remaining funding for other organisations.

The town clerk suggested as well as writing to local organisations, a public notice could be issued to ensure no organisations were left out. It was also suggested the opportunity was promoted in the council's next newspaper column. Members agreed it should be made clear the council was applying to WDDC for funding for the benefit of the whole town, and it was not the arbitrator of how the funding was allocated.

The town clerk said before the meeting with local organisations, costings for lighting in the gardens would need to be obtained, and these could be reported to members either by arranging a meeting of the working group or by email.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** that lighting in the gardens remains the preferred option for the council's application for section 106 funding, subject to confirmation of costs.

The town clerk said the town council was probably the only organisation in the town that could use the funding allocated for play areas. As there were no projects identified for play areas, he felt the £18,000 available would be spent for the sake of it. He suggested asking WDDC if it could be flexible in moving funding between categories.

Members also suggested play areas could be installed within the new housing developments at Woodberry Down and Timber Hill.

The town clerk also suggested the levelling of the BMX humps in Anning Road playing field might also qualify.

It was agreed the town clerk would discuss this with WDDC and open discussions with Bloor Homes and the community land trust.

It was agreed the next meeting should be held in a fortnight.

*The meeting closed at 7.52pm.*

**Committee:** Strategy and Finance

**Date:** 5 September 2018

**Title:** Review of Standing Orders

**Purpose**

To allow members to consider and approve proposed changes to the council's standing orders, based on the model published by the National Association of Local Councils, effective from 19 September 2018

**Recommendation**

Members approve the proposed standing orders, based on the model published by the National Association of Local Councils, effective from 19 September 2017

**Background**

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders requires, under 1.j. x, 'an annual review and adoption of standing orders': standing orders were last reviewed and adopted by the Full Council on 29 March 2017.

**Report**

3. The council's standing orders are based on a model produced in 2013 by the National Association of Local Councils (NALC) but with additions and amendments to reflect this council's custom and practice and policy decisions.
4. NALC has published new model standing orders in 2018, replacing the 2013 version. The new model orders incorporate or reference the requirements of new legislation introduced since the last model standing orders were published in 2013.
5. The relevant legislation is as follows:
  - Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings
  - Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors

- The Local Government (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically
  - The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value of £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works' contract and £181,302 for a public service and public supply contract in England and Wales
  - Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works' contract and £820,370 for a social and other specific services contract
  - Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.
6. There are also some drafting improvements and minor amendments to wording which do not affect the meaning.
7. Where standing orders were mandatory in this council's existing standing orders but not in the model, and vice versa, this has been amended.
8. There are additional standing orders which do not appear in the model but have been retained in the draft as they reflect this council's custom and practice and policy decisions, or are considered to be good practice. These include:
- Restricting the public to speak for only three minutes in the public forum (there is no suggested time limit in the model)
  - The requirement for members to stand when speaking at Full Council meetings but to remain seated at committee meetings
  - The requirement for the council to approve its budget for the coming financial year and set the precept at its meeting before the end of December
9. There are entire sections in the current standing orders which do not appear in the model but have been retained in the draft. These are:
- Questions
  - Advisory committees

## AGENDA ITEM 9

- Estimates/precepts
  - Inspection of documents
10. New sections now included are as follows:
- Code of conduct complaints
  - Responsible financial officer
  - Responsibilities under data protection legislation
11. The section on rules of debate remains unchanged from this council's existing standing orders and does not follow the model. This is because the rules in the model are based on a procedure where a motion must be moved and seconded before it can be debated. This doesn't reflect this council's current practice, where a report and a recommendation is tabled, the issue is debated, and a motion is moved and seconded following debate.
12. Attached at **appendix 9A** is a draft version of standing orders incorporating the changes.
13. Officers would advise members not to make any materials changes to the draft as it closely follows the model provided by NALC.
14. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Adrienne Mullins  
Administrative officer  
August 2018



## Lyme Regis Town Council Standing Orders

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Standing orders in **bold** type contain legal and statutory requirements.

These standing orders were adopted at the Full Council meeting on **19 September 2018**.

**1. RULES OF DEBATE AT MEETINGS**

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the chairman's direction for reasons of expedience.
- b A report will be provided to members to consider containing a recommendation(s).
- c Members will debate the matter(s) outlined in the report.
- d The chairman calls for a member to put forward a proposal based upon a recommendation(s) within the report.
- e The chairman calls for a member to second the proposal. As soon as this happens the proposal will become "Substantive motion 1".
- f At this point, amendments may be proposed. If there is more than one amendment then each will be dealt with separately, with only one amendment being dealt with at a time.
- g The chairman will now call for the proposed amendment to be seconded.
- h If the amendment is seconded, members can debate the amendment.
- i The chairman will then call for a vote on the amendment.
- j If the vote is successful the chairman will declare the proposal carried. This will become "substantive motion 2" which renders the original motion redundant.
- k If the amendment was not seconded or the amendment was defeated by voting then the chairman will refer back to "substantive motion 1".
- l The chairman will now ask if there are any further amendments.
- m If no further amendments are proposed the chairman will either declare "substantive motion 2" as carried or will call for a vote for "substantive motion 1".
- n If the vote for "substantive motion 1" is lost then the chairman will move onto the next agenda item.
- o Once a substantive motion has been put to the vote and carried and there are no further amendments to be considered then the chairman will move on to the next agenda item.
- p The chairman may, at their discretion, allow debate on more than one amendment to take place, if it is practical to do so.
- q Where there are a number of amendments, the mover of the original motion

shall have the right to reply before it is put to the vote.

- r Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- s The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- t A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation or to move a closure.
- u During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the irregularity in the meeting they are concerned by.
- v A point of order shall be decided by the chairman and their decision shall be final.
- w With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer.
- x When a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for them to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
- y No speech by a mover of a resolution shall exceed five minutes and no other speech shall exceed three minutes except by consent of the council.
- z A member shall stand when speaking at a meeting of the council but may remain seated when speaking at committee meetings.
- aa Whenever the Mayor rises during a debate at Full Council all other members shall be seated and silent.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or

behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If a person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** The press and public may be excluded by means of the following resolution: "That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This applied to all meetings of committee and sub-committees. However, in relation to Full Council meetings, items raised in the public forum session are not restricted to those on the agenda, but should relate to matters the council can

- influence or control.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
  - g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
  - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - i A record of public participation at a meeting shall be included in the minutes of that meeting.
  - j A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
  - k A person who speaks at a meeting shall direct their comments to the chairman of the meeting and state their name.
  - l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
  - m **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
  - n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  - o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
  - p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the council may in their absence be done by, to or before the vice-chairman of the council (if there is one).**
  - q **The chairman of the council, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman of the council (if there is one) if present, shall preside. If both the**

chairman and the vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the chairman of the council at the annual meeting of the council.*

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.
- u As outlined in the Local Government Act 1972, s. 85(1) and (2), if a member fails throughout six consecutive months to attend any meetings of the council or its committees or sub-committees of which they are a member, they cease automatically to be a member of the council, unless the reason for their absence has been approved by the Full Council before the end of the six-month period.
- v The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent, and councillors shall provide a reason for their absence. Reasons for absence may be kept confidential at a councillor's request;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- z A meeting shall not exceed a period of three hours. A short recess will be considered by the chairman after two hours.

**4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The council may, at its annual meeting, appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the proper officer seven days before the meeting that they are unable to attend;

- vi. shall permit a committee to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee or a sub-committee.
- e The chairman of the council shall be an ex-officio voting member of every committee.
- f Councillors who become members through a by-election or co-option shall be allowed to choose which committees they serve on and shall be given full voting rights on those committees. Membership of the chosen committee(s) must be resolved by the Full Council before the member is able to vote as part of the committee, although they may attend and take part in meetings in the meantime.

## 5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council decides.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if there is one) of the council.** There is a separate programme for the election of chairman (Mayor) and vice-chairman (Deputy Mayor).
- f **The chairman of the council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**

- g The vice-chairman of the council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the chairman of the council at the next annual meeting of the council.
- h In an election year, if the current chairman of the council has not been re-elected as a member of the council, they shall preside at the annual meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an original vote in respect of the election of the new chairman of the council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current chairman of the council has been re-elected as a member of the council, they shall preside at the annual meeting until a new chairman of the council has been elected. They may exercise an original vote in respect of the election of the new chairman of the council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the chairman of the council and vice-chairman of the council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of their acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. In the ordinary year of election of the council, to fill any vacancies left unfilled at the election by reason of insufficient nominations;
  - iii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iv. Receipt of the minutes of the last meeting of a committee;
  - v. Consideration of the recommendations made by a committee;
  - vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vii. Review of the terms of reference for committees;
  - viii. Appointment of members to existing committees;
  - ix. Appointment of any new committees in accordance with standing order 4, and confirmation of the terms of reference and the number of members (including, if appropriate, substitute councillors);
  - x. Review and adoption of appropriate standing orders and financial regulations;
  - xi. Review of arrangements (including legal agreements) with other

local authorities, not-for-profit bodies and businesses.

- xii. Review of representation on or work with external bodies and arrangements for reporting back;
  - xiii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiv. Review of inventory of land and other assets including buildings and office equipment;
  - xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xvi. Review of the council's and/or staff subscriptions to other bodies;
  - xvii. Review of the council's complaints procedure;
  - xviii. Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xix. Review of the council's policy for dealing with the press/media;
  - xx. Review of the system of internal control and risk;
  - xxi. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxii. Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.
  - xxiii. Receipt of the Mayor's announcements
  - xxiv. Receipt of internal and external auditors' reports
  - xxv. Questions from councillors
  - xxvi. Authorisation of the sealing of documents
  - xxvii. Authorising the signing of orders for payment
  - xxviii. Authorising the annual return
- k The office of chairman (Mayor) shall not be held by the same person for more than two consecutive years unless there are no other nominees willing to accept office.
- 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a **The chairman of the council may convene an extraordinary meeting of the council at any time.**
  - b **If the chairman of the council does not call an extraordinary meeting**

**of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or the sub-committee), any two members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or a sub-committee).

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the proper officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c Minor amendments required to the council’s policies and/or procedures within the six months will not require a previous resolution to be rescinded.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor’s absence, the Deputy Mayor could officiate in the same way. The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council’s statutory functions, powers and obligations or an issue which specifically affects the council’s area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
  - c The proper officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
  - d If the proper officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the proper officer at least seven clear days before the meeting.
  - e If the wording or subject of a proposed motion is considered unlawful or improper, the proper officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
  - f Having consulted the chairman or councillors in accordance with standing order 9(e), the decision of the proper officer as to whether or not to include the motion on the agenda shall be final.
  - g Motions received shall be recorded and numbered in the order that they are received.
  - h Motions rejected shall be recorded with an explanation by the proper officer of the reason for rejection.
10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**
- a The following motions may be moved at a meeting without written notice to the proper officer:
    - i. to correct an inaccuracy in the draft minutes of a meeting;
    - ii. to move to a vote;
    - iii. to defer consideration of a motion;
    - iv. to refer a motion to a particular committee or sub-committee;
    - v. to appoint a person to preside at a meeting;
    - vi. to change the order of business on the agenda;
    - vii. to proceed to the next business on the agenda;
    - viii. to close or adjourn debate;
    - ix. to require a written report;
    - x. to appoint a committee or sub-committee and their members;

- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn the meeting;
- xviii. to close the meeting; or
- xix. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e The discussion of the following types of business will be treated as confidential:
  - i. Engagement, terms of service, conduct and dismissal of employees;
  - ii. Terms of tenders, and proposals and counter-proposals in

negotiations for contracts;

- iii. Preparation of cases in legal proceedings; and
- iv. Early stages of any dispute.

## 12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. The voluntary code of conduct

adopted by the council shall also apply to councillors who have signed up to that code.

- b All councillors shall undertake training in the code(s) of conduct as soon as this can be arranged following delivery of their declaration of acceptance of office.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted to the proper officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made by the proper officer and that decision is final.
- g A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 13(e) and (g), a dispensation request shall be considered by the proper officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the council's area; or**

iii. it is otherwise appropriate to grant a dispensation.

#### 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the district or unitary council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the proper officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the proper officer, the proper officer shall notify the chairman of council of this fact, and the chairman shall nominate another staff member to assume the duties of the proper officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the district or unitary council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### 15. PROPER OFFICER

- a The proper officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the proper officer when the proper officer is absent.
- b The proper officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the proper officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days*

*for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the following order: governance, strategy and policy, financial performance and reports, operational performance and reports, any other business, unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- iii. receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairmen which meeting this agenda item would go to. The decision on whether to include any such request lies with the proper officer.
- iv. **convene a meeting of the council for the election of a new chairman of the council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. hold acceptance of office forms from councillors;
- viii. hold a copy of every councillor's register of interests;
- ix. keep proper records required before and after meetings;
- x. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- xi. liaise, as appropriate, with the council's data protection officer (if there is one);
- xii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xiii. assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiv. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;
- xvi. record every planning application notified to the council and the

council's response to the local planning authority in a book for such purpose;

- xvii. refer a planning application received by the council to the chairman or in their absence, the vice-chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;
- xviii. manage access to information about the council via the publication scheme;
- xix. retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect; and  
(see also standing order 23).
- xx. action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

**16. RESPONSIBLE FINANCIAL OFFICER**

- a The council shall appoint appropriate staff member(s) to undertake the work of the responsible financial officer when the responsible financial officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The responsible financial officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the responsible financial officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.
- f. The council shall approve written estimates for the coming financial year, setting the precept level at its meeting before the end of December.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The council shall consider and approve financial regulations drawn up by the responsible financial officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Any expenditure incurred by the council shall be in accordance with the council's financial regulations.
- c. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- d. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(j) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- e. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(f).
- f. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the proper officer;
  - v. tenders shall be opened by the proper officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- g. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- h. The council's tender documents will state that the price submitted by the successful contractor or consultant will be made public. However, prices submitted for component parts of tenders will not be made public.
- i. Tender prices submitted by unsuccessful organisations will not be released into the public domain.
- j. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- k. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Human Resources Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Human Resources Committee or, if they are not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
- c The chairman of the Human Resources Committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the town clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Human Resources Committee or in their absence, the vice-chairman of the Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by town clerk relates to the chairman or vice-chairman of the Human Resources Committee, this shall be communicated to another member of the Human Resources Committee, which shall be reported back and progressed by resolution of the Human Resources Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The council shall keep written records relating to employees secure. All

paper records shall be secured under lock and electronic records shall be password protected.

- i Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- j Access and means of access by keys and/or computer passwords to records of employment shall be provided only to those authorised by the town clerk for the specific purpose they are required for.
- k In every year, not later than the meeting at which the estimates for next year are settled, the council shall review the pay and conditions of service of existing employees.

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**
- b. **The council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- c. Correspondence from, and notices served by, the Information Commissioner shall be referred by the proper officer to the chairman of the Strategy and Finance Committee. The said committee shall have the power to do anything to facilitate compliance with freedom of information legislation including exercising the powers of the proper officer in respect of freedom of information requests set out under standing order 15(b)(x).
- d. The outcome of all complaints to the Information Commissioner's Office will be reported through the relevant committee to the Full Council.

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The council may appoint a data protection officer.
- b **The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up-to-date.**
- f **The council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the proper officer in the presence of two councillors who shall sign the deed as witnesses.**

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the district and county council or any successor organisation representing the area of the council.
- b Ward councillor(s) representing the district and council council or any successor organisation will be offered regular meetings with the Mayor, chairman of the Strategy and Finance Committee and the town clerk.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. QUESTIONS**

- a A councillor may seek an answer to a question concerning any business of the council.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the Full Council meeting set aside for such questions.

- c Every question shall be put and answered without discussion.
- d A person to whom a question has been put may decline to answer.

**27. ADVISORY COMMITTEES**

- a The council, its committees and sub-committees may appoint advisory committees, working groups or panels comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.
- c The membership and terms of reference of any advisory committee, working group or panel shall be determined by the appointing body i.e. council, committee or sub-committee.

**28. INSPECTION OF DOCUMENTS**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the council, its committees or sub-committees shall be available for inspection by councillors.

**29. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two-thirds of the councillors to be given to the proper officer in accordance with standing order 9.
- c The proper officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**Committee:** Strategy and Finance

**Date:** 5 September 2018

**Title:** LEADER Programme Application

**Purpose of Report**

To update members on the submission of an expression of interest to the Dorset LEADER Programme for grant funding to support the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade

To seek approval for a project contribution of £200,000 from the council's reserve

To confirm the appointment of John Stark Crickmay Partnership to undertake the initial design and 'up to tender' work

**Recommendations**

- a) Members approve a budget of £200,000 from the council's reserve to support its application to the Dorset LEADER Programme for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- b) Members confirm the appointment of John Stark Crickmay Partnership to undertake the initial design and 'up to tender' work for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- c) Members approve the internal programme, paragraph 11, for submitting an application to the Dorset LEADER Programme by 6 December 2018

**Background**

- 1. On 27 June 2018, this committee considered and recommended the following to Full Council:
  - 'to approve the submission of a funding bid to the Dorset LEADER programme for works to develop the flat-roofed area above the shelters' building and the adjoining gardens area into an amenity area in line with existing council objectives, for Cllr J. Broom to work with officers on the submission, and for the expression of interest to be taken to the Full Council on 11 July 2018 for final approval.'
- 2. The recommendation was approved by the Full Council on 11 July and the expression of interest was submitted on 12 July 2018.
- 3. The expression of interest was for grant funding to support the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade.

## AGENDA ITEM 10

4. On 27 July 2018, the town council was notified by the Dorset LEADER Programme that its expression of interest had been approved and it was invited to proceed with an application.
5. On 1 August 2018, a meeting took place between Cllr John Broom, Andy Jefferies from the Dorset LEADER Programme, Roger Hussey and Matt Mildon from John Stack Crickmay Partnership, the town clerk and deputy town clerk to review the council's timetable for achieving the Dorset LEADER Programme's deadlines.
6. The meeting concurred it was not possible to achieve the town council's intended submission date of 20 September 2018 and agreed an application should be submitted on or before the next applicable date, i.e. 6 December 2018. This was agreed by Andy Jefferies, Dorset LEADER Programme.
7. The original submission date of 20 September 2018 had a 'likely project start date' of 3 December 2018: the revised submission date, 6 December 2018, has a 'likely project start date' of 25 February 2019. Because of the nature of this project, i.e. roof renewal and associated works, the start date wouldn't be until end-February 2019.
8. Dorset LEADER Programme will inform the town council about the outcome of its application on 7 February 2019.

### Other considerations

9. The renewal of the roof above The Swim, the antique centre and amusement arcade is something the council must address immediately: the council is the freeholder of these properties and is responsible for the roof structure, the roof surface is 50 years old and at the end of its useful life, leaseholders are suffering from water ingress and patch repairs are in the process of being commissioned.
10. This matter has been considered by the Town Management and Highways Committee on 28 February 2018.

### The internal programme

11.

John Stark Crickmay Partnership (JSCP) to instruct IKO Group to undertake a draft roof survey	06/08/18
JSCP to start on schematic designs	06/08/18
Final recommendations on replacement resurfacing	07/09/18
First circulation of JSCP schematic designs	14/09/18
Cllr Broom and the town clerk review resurfacing recommendations and schematic designs with JSCP	21/09/18
Working group reviews resurfacing recommendations and schematic designs – a further working group meeting can be arranged the following week, if required	25/09/18
Consultation with leaseholders commences	26/09/18

## AGENDA ITEM 10

Extraordinary Full Council meeting to approve resurfacing recommendations and schematic designs (before the scheduled Tourism, Community and Publicity Committee)	10/10/18
Scheme design, working drawings and specification complete and tender process commences	19/10/18
Tender return date	17/11/18
Tender review and completion of LEADER application	29/11/18
Extraordinary Full Council to approve tenders and Leader application	05/12/18
Leader application submitted	06/12/18
Notification of Dorset LEADER Programme Board's decision	07/02/19
Works commence	25/02/19

### Finance

12. Irrespective of whether the LEADER application is successful or not, the town council will have to commit unbudgeted expenditure to this project during this financial year. The initial design and up to tender work by JSCP is estimated at £12,375, plus expenses and VAT.
13. In addition, unbudgeted expenditure of £6,500, excluding VAT, needs to be spent on immediate temporary repairs to the roof.
14. A total budget estimate of £330,000 was submitted as part of the town council's expression of interest<sup>1</sup> to the Dorset LEADER Programme: the budget estimate includes a LEADER grant contribution of 130,000<sup>2</sup>, i.e. 40% of the budget estimate.
15. The expression of interest states the council's contribution to this project will be met from its reserve: at the 31 March 2018, the council's reserve was £1,419,324.
16. Ahead of the LEADER application on 6 December 2018, the council must formally approve funding for this project from its reserve. The budget estimate for the council's contribution is £200,000.
17. If the LEADER application isn't successful, the council will still have to replace the roof. The minimum cost of a roof replacement, only, is estimated between £150,000 and £180,000. However, leaving the existing railings in place is likely to compromise the contractor warranty for the roof renewal works. Nevertheless, there is the option to tender for roof renewal and associated works, and roof renewal, only.
18. If the LEADER application isn't successful, the council has options:
  - it could fully fund the project at a total cost of around £330,000

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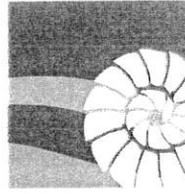
<sup>1</sup> See section 25 of **appendix 10A**

<sup>2</sup> The maximum Leader grant that can be applied for is £140,000. Any other public monies that support the project, other than the town council's own contribution, would be deducted from the Leader grant.

## AGENDA ITEM 10

- it could fund a roof replacement, only
  - it could fund either project through one or more options, i.e. reserves, any 2018-19 surplus or the 2019-19 budget.
  - it doesn't have to comply with the LEADER requirement to start work on 25 February 2019: a late-September start may be less disruptive.
19. The council should keep under review its funding options for this project through the budget-setting and medium-term financial planning process which begins with a report to this committee on 17 October 2018.
20. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

John Wright  
Town clerk  
September 2018



Southern Dorset LOCAL ACTION GROUP

Rural Development Programme for England (2014-2020)

LEADER Programme

Expression of Interest Form

Please read the LEADER Programme guidance carefully before completing this form

Key things to remember:

- Expressions of Interest (EOI) must be submitted by email, as a Microsoft Excel attachment only. We cannot accept this form in any other format, such as PDF or hard copy.
Email the completed form to the email address given in the applicant handbook.
Please refer to the scheme guidance / website to check whether submission deadlines apply.
Submission of an Expression of Interest does not guarantee the approval of any subsequent application to the scheme.
Complete all the questions in the form - you can only skip a question if the instructions say so.

Section 1. LEADER Programme details

You will find all of this information in the relevant LEADER applicant handbook

- Local Action Group (LAG) name (select from the list)

Southern Dorset

- LEADER Priority (select from the list)

Support for Rural Tourism (Priority 3)

Section 2. Applicant details

Please give the details of the main contact in the business or organisation applying for the grant. This is normally a director or partner.

1 Title Mr First name Mark Surname Green
2 Gender (Select from the list) Male
3 Role in business/organisation Deputy Town Clerk

Section 3. Business/organisation details

4 Name of business/organisation Lyme Regis Town Council

- 5 Business/organisation address and contact details (Main postal address)

Council Offices
Church Street
Lyme Regis
DORSET (Select from the list)
TA7 8HT (Capitals only and a maximum of 8 characters - use this format: AB12 3YZ)

Landline phone 01297 445175

Mobile phone 07843 378995

Email address deputytc@lymeregistowncouncil (This is the main way we will contact you)

6 Please provide your Single Business Identifier (SBI) number if you are registered with Rural Payments. (Read the LEADER applicant handbook for guidance. The business name and address details we hold for this SBI must match those in questions 4 and 5 above)

If you do not have an SBI number, go straight to question 7.

Single Business Identifier  (SBI - 9 characters)

7 Which of the following best represents the legal status of the business/organisation? (Select from the list)

8 Business/organisation Size (Read the LEADER applicant handbook to see how to calculate the size of your business. Select from the list)

9 Number of employees (Full-time equivalent (FTE)) (Read the LEADER applicant handbook to see how to calculate how many FTE employees you have)

10 Business activity (Please select the option that best describes the main activities of the business from the list)

Is this a new business or enterprise?

11 Give the reference numbers that apply to the business in the boxes below (Some or all may not apply to your business, if so please enter 'N/A')

Companies House Certificate of Incorporation Reference Number

Registered Charity Number

VAT Registration Number

12 Age bracket of applicant

(Select from the list)

13 Complete the table below using the most recent financial accounts for your business/organisation (New businesses should leave this section blank)

Business financial year end date	31/03/2018
Turnover (£)	£1,754,504.00
Balance sheet total (£)	£1,419,324.00

14 Are you or your business linked to any other business? (Read the LEADER applicant handbook for the definition of a linked business. Select from the list)

If 'Yes', please provide details of the linked business(es) including details of the number of employees and turnover.

Name of business	How is the business linked	Total FTEs in linked business	Turnover of linked business (£)	Balance sheet total of linked business (£)

15 Are you related to, or do you have linked business interests with, any of the LAG members?

If 'Yes', please provide details in the box below.

16 Are you a farming, horticultural or forestry business? (select from the list)

No

If 'Yes', please complete this Section (if 'No' go straight to question 17)

a) Agriculture

Area of farm (Hectares)

Livestock	Number
(Give the average number on the farm at any one time)	
<b>Bovine animals</b>	
Below 6 months	0
From 6 months to 2 years old	0
Male, 2 years old and over	0
Heifers, 2 years old and over	0
Dairy cows	0
Other cows, 2 years old and over	0
<b>Sheep and goats</b>	0
<b>Pigs</b>	
Breeding sows weighing over 50 kg	0
Other pigs	0
<b>Poultry</b>	
Laying hens	0
Other poultry	0
<b>Equine Animals</b>	
6 months old and over	0

Agricultural cropping	Area in hectares
<b>Crop</b>	
E.g. Grass	20

b) Horticulture

Area of nursery (Hectares)

Field grown crops/ plants	Area in hectares
<b>TOTAL</b>	0.0

Protected crops	Area in sq. metres
<b>TOTAL</b>	0.0

c) Forestry

Area of woodland (Hectares)

17 Previous grant funding received

Have you received any public sector funds since 2007? (Read the LEADER applicant handbook to check what this includes. (Please make sure you include any de minimis funding received by any linked businesses)

If 'Yes', please provide the name of the fund of any previous and existing public and European funded projects that you have been involved in. This does not include Single Payment Scheme or Basic Payment Scheme payments.

Source of funding	Was this De minimis? (Select from the list)	Details of the project funded (Example - The project was to construct a new carrot grading facility which included building works and machinery)	Amount of funding (£)	Date of funding award	End date of project
Chalk and Cheese Funding	NO	Contribution towards the £1.4m cost of the refurbishment of the seafront shelters	£86,708.00	01/04/2011	01/10/2011

#### Section 4 Agent details

18 Is an agent, consultant or a business manager completing this on behalf of the business? (Select from the list)

No

If 'Yes' please provide the agent, consultant or business manager details below:

19 Title  First name  Surname

20 Agent's business name

#### 21 Agent address and contact details

TOWN/CITY

COUNTY  (Select from the list)

POSTCODE  (Capitals only and a maximum of 8 characters - use this format: AB12 3YZ)

Landline phone

Mobile phone

Email address

#### Section 5. Project details

22 Project name

#### 23 Brief project description / summary

What is the project? (Ideally, keep to a maximum 50 words) Please start with 'This project will...'

This project will create a new, all-weather, flat-surfaced, accessible, sea-front venue with a capacity of up to 2500 people for holding year-round events, festivals and activities. It will provide new water and electric supplies to support the holding of events. New feature-lighting will be included, as will new interpretation material showcasing Lyme bay, the Jurassic Coast, the history of Lyme harbour and The Cobb, together with the Lyme's important place in the history of palaeontology. The project will include new glass screens on the seaward side of the area engraved by local artists and featuring Lyme and its history.

#### 24 Location/address for the project

##### a) Location of the project

Will the project activity take place at a specific postcode? (Select from the list)

Yes

If 'Yes' move to 24(b). If 'No' please explain why in the box below and move to 24(c).

b) If you answer 'Yes' to the question above, 24(a), is the location of the project at the same address as at question 5? (Select from the list)

No

If 'No' please provide your project address and postcode below.

Lister Gardens

Marine Parade

Lyme Regis

Dorset  (Select from the list)

DT7 3JH  (Capitals only and a maximum of 8 characters - use this format: AB12 3YZ)

**c) Specific designations of the project location**

Is the project located in one of the following? (Select from the list). Please do not leave the boxes blank.

Nitrate Vulnerable Zone (NVZ) - Farm businesses only	<input type="text" value="No"/>	Site of Special Scientific Interest (SSSI)	<input type="text" value="No"/>
Catchment Sensitive Farming Area (CSF) - Farm businesses only	<input type="text" value="No"/>	Food Enterprise Zone	<input type="text" value="No"/>

**d) If your project covers more than one LAG Area, identify the LAG areas that will be affected and confirm which LAG will be the Lead LAG for the project.**

N/A

**25 Project costs**

Indicate the types of costs included in the total project expenditure in the table below. All costs should be net of VAT, unless you are including irrecoverable VAT in your eligible project costs.

	Type of cost (Example - building works)	Grant rate %	Eligible project expenditure	Date expenditure will be incurred (Select from list)	Grant requested
<b>Grant funded project costs</b>					£0.00
	Building works	40%	£150,000.00	FY19/20 Q1 Apr-Jun	£60,000.00
	New water supply	40%	£5,000.00	FY17/18 Q4 Jan-Mar	£2,000.00
	New three-phase electric supplies	40%	£25,000.00	FY17/18 Q4 Jan-Mar	£10,000.00
	Upgraded publicly-accessible WiFi	40%	£10,000.00	FY18/19 Q4 Jan-Mar	£4,000.00
	New accessible route	40%	£10,000.00	FY19/20 Q1 Apr-Jun	£4,000.00
	New feature lighting	40%	£15,000.00	FY19/20 Q1 Apr-Jun	£6,000.00
	New interpretation material, including Professional fees	40%	£75,000.00	FY19/20 Q1 Apr-Jun	£30,000.00
<b>Non grant project costs</b>					£0.00

The figures below are automatically calculated when the project costs and grant requested figures are input above. Please check that they meet any specified minimum and maximum requirements.

<b>Total project costs</b>	<b>£330,000.00</b>
<b>Total grant funded project costs</b>	<b>£330,000.00</b>
<b>Total grant request</b>	<b>£132,000.00</b>
<b>Total intervention rate %</b>	<b>40.0%</b>

**26 VAT**

Do you intend to include VAT within your project costs and grant request? (Select from list).

If Yes, please explain why. Read the 'How to fill in an EOI' guidance on whether you can include VAT.

**27 Project match funding**

Explain where the non grant funding will come from (own funds, bank loan, private loan, overdraft etc)

Non-grant funding will come from the identified reserves of Lyme Regis Town Council as set out at Q.13

## 28 Key Dates

<b>Project start date</b> (Date on which you would like to start the project and from which eligible expenditure will be incurred)	01/01/2019
<b>Project completion date</b> (Date by which all project activity will be complete and all eligible costs will have been invoiced, paid for, and the final claim for grant submitted)	30/06/2019

## Section 6. The business case

### 29 Aim and objectives for your business

What will the project do for your business? What will it achieve? (Ideally, keep to a maximum 100 words)

The project will create a new, all-weather, accessible 2500 sq m. (1100 sq m flat-roofed area and 1400 sq m grassed area) venue which can accommodate up to 2500 people. It will be available for year-round events, festivals and activities. It will benefit all ages, interests and abilities and be available for use by residents and visitors alike. It will support the local and rural economy by helping to extend the tourism offer and season, provide opportunities for employment, business activity and regular performance use of a fabulous natural, sea-front amphitheatre. In addition, it will promote health and wellbeing through opportunities for outdoor leisure, recreation, relaxation and exercise. It will also increase appreciation of the natural environment of the Jurassic Coast and landmark features such as The Cobb and Golden Cap from an accessible viewing area with new interpretation material; including glass balustrading engraved by local artists. It will support local traders by offering a bookable trading outlet and will help support and compliment other local year-round facilities such as the Marine

### 30 Need and demand

Describe the need for your project (ideally, in less than 100 words). What is the market opportunity for your business/organisation? Provide details of any other businesses offering the same or similar services or products as proposed by your project within your market area. Explain why your project will generate new trade, and not displace customers from these businesses.

Lyme Regis is an apparently thriving small seaside town with a resident population of less than 4,000. It enjoys almost 1 million visits per year, about 1/3 of which are staying visits; largely concentrated into a limited 'summer season'. This popularity hides a low-wage, part-time and seasonal economy, exceptionally poor housing affordability for local people, very limited job opportunities, almost no 'affordable' housing, an ageing, retired population and very high numbers of second homes. This project will offer new opportunities for business and leisure activity, support and compliment existing activity and facilities, help extend the tourist season to the 'shoulder' periods, highlight Lyme's important place in the history of palaeontology and its location at the heart of the Jurassic Coast. The project will not adversely impact or compete with other existing businesses or displace customers from other areas. It will support rural tourism and accommodation providers by increasing demand for off-peak stays and visits.

### 31 Strategic fit

Explain how this project meets the priorities set out in the LEADER applicant handbook.

This project fits with the priorities for funding contained within the LEADER+ programme in the following ways: Priority 2. supporting micro and small businesses and farm diversification: by offering opportunities for micro concessions on-site; the holding of organised events, the offering of artistic commissions and by increasing demand for local rural staying accommodation in the shoulder season period linked to events on-site. Priority 3. support for rural tourism: by complementing inland tourism and by featuring the wider Lyme Bay and Jurassic Coast area and its opportunities and attractions. Priority 5. Support for cultural and heritage activity: by showcasing and celebrating the cultural and heritage assets of Lyme Regis, Lyme Bay and the Jurassic Coast through the provision of new interpretation material located on an accessible, elevated viewing platform, by creating a performance and events area which can be used by a wide variety of events and activities and by linking to existing cultural activity such as the sculpture trail in the adjoining Lister and Langmoor Gardens and activities in the nearby Shelters building and the Town Mill, Marine Theatre and Lyme museum.

## Section 7. Outputs

32 List the outputs the project will deliver in its first 3 years following completion.

Output	Total	Explain your outputs and how you calculated them
Number of Jobs Created	5	Based on the creation of new on-site business/concession opportunities plus
Wage Bill change (increase or decrease, decrease should be shown as a negative figure)	N/A	The facility will be managed on a day-to-day basis by the newly appointed seafront
- Select additional Outputs as appropriate	1100 sqm new, air-weather, flat-surfaced, accessible, sea-front venue with a capacity of	Measured plans and project specification.
- Select additional Outputs as appropriate	5000 additional shoulder-season day visits	Based on the 500-600,000 staying visits that currently occur locally throughout the
- Select additional Outputs as appropriate	major commission for local artists...approx 100m length of new engraved glass	Measured plans and project specification.
- Select additional Outputs as appropriate	1000 additional staying visits to the local area	Based on the 200-300,000 staying visits that currently occur locally throughout the
- Select additional Outputs as appropriate		

## Section 8. Planning permission

33 If your project needs planning permission to proceed, please complete the table below to show the status of your planning permission.

Question	Yes/No/NA (Select from the list)	Comments (include dates, planning reference number and Local Authority name if applicable)
Is planning permission required for your project?	No	
Have you submitted your planning application? (If not, give the date when you will submit your planning application in the comments box)	N/A	
Has your planning application been approved?	N/A	

## Information and evaluation

34 To ensure that we can continue to improve the effectiveness of the services and schemes we provide, we may wish to contact you in the future. Please indicate whether you would be happy to be contacted by us or a third party working on our behalf. (select from the list)

Yes

35 How did you find out about LEADER funding? (select from the list)

Web search

## Declarations

### Applicant's Declaration

By submitting and/or agreeing to the submission of this application form I agree to the following declaration:

I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify the LEADER Programme Delivery Team without delay.

I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Development Programme for England and that I may be contacted from time to time, whether or not my application is successful.

If applicable, I confirm that I am a farmer as defined in Article 4 of Council Regulations (EC) 1307/2013, and as referred to in the BPS Guidance.

I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to the Rural Development Programme for England.

I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required. I confirm that I have disclosed details of all business interests held by any members of this business.

I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.

I understand that use of an agent will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application. I authorise the person(s) list at section A19 to liaise with the Accountable Body and its agents and/or the RPA regarding this application and to be copied in on any correspondence relating to this application.

## Important Information

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.

If you know or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the RPA/EU. By submitting this form you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.

## Privacy Policy

Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at <https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter>.

We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.

We will use the information you provide to administer, process and assess your application for funding under the Rural Development Programme for England and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and Applicant details).

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the Rural Development Programme for England. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme.

Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and review by both internal auditors who may need to access the information you submit in your application.

If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information will be passed to and processed by us as set out in this policy.

You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We hold the majority of your information for a minimum of three years after the programme closure (currently expected to be 2023), unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice.

If any information that we hold about you is, or becomes, inaccurate or incomplete, please tell us and we will correct it.